

To: Council
13 September 2023

**Appointment to Committees and Council Meeting Dates
Executive Director: Delivery – Democratic & Registration Services**

1 Purpose of Report

- 1.1 This report seeks approval to the appointment of councillors to vacant seats on committees. Council is also asked to approve a change to the 2023/2024 meetings schedule.

2 Recommendations

- 2.1 That Councillor Allen is appointed to the additional Bracknell Forest seat on the Joint Public Protection Committee, subject to the Executive agreeing to the increase of councillors on the committee at the Executive meeting on 19 September 2023.
- 2.2 That Councillor M Forster is appointed to the vacant Liberal Democrat seat on the Employment Committee.
- 2.3 That Councillor Barnard is appointed to one of the vacant seats on the Standing Advisory Council on Religious Education.
- 2.4 That the following changes to the 2023/2024 meetings schedule are agreed:
- ❖ Wednesday 21 February 2024 – Budget Meeting
 - ❖ Wednesday 28 February 2024 – contingency date for adjourned budget meeting
 - ❖ Thursday 7 March 2024 – ordinary council meeting
- 2.5 That Part 4: Section 3 of the constitution is amended to reflect that the annual Budget Meeting will be a Special Meeting convened to agree the budget with a single item of business.

3 Reasons for Recommendations

- 3.1 To appoint to vacant seats on committees in accordance with the wishes of political groups and to amend the meetings schedule to ensure that the budget is set within legal time limits.

4 Alternative Options Considered

- 4.1 None.

5 Supporting Information

Employment Committee

- 5.1 At the Annual Council Meeting on 24 May 2023, the Liberal Democrat Group was allocated two seats on the Employment Committee. One of the seats was appointed

to and the other was held vacant. Council is asked to agree the appointment of Councillor Mike Forster to the vacant seat.

Joint Public Protection Committee

- 5.1 At its meeting on 12 July 2023, the Joint Public Protection Committee (JPPC) proposed increasing the membership of the committee by one additional councillor from each partner council, reflecting the political composition of each individual council. This would extend the total number of members on the committee from four to six. This change requires amendments to the Inter Authority Agreement. The decision to make this change is reserved to the Executive, and a report will be submitted to the Executive meeting on 19 September 2023 to agree these amendments. The decision to appoint to the additional seat is reserved to Council. The next JPPC meeting is currently scheduled for 2 October 2023. For the newly appointed councillors to be able to attend the October JPPC meeting, Council is asked to agree the appointment subject to the Executive agreeing to the increase in the number of councillors on the JPPC on 19 September.
- 5.3 There are currently two Bracknell Forest councillors on the JPPC – Councillors Gillbe and Jefferies. To comply with the political proportionality rules the Conservative Group has been invited to make a nomination to the additional seat. The nominee is Councillor Allen. Council is asked to agree this nomination.

Standing Advisory Council on Religious Education (SACRE)

- 5.4 At the Annual Council Meeting on 24 May 2023 appointments were made to three of the five seats on SACRE. Council is asked to agree the appointment of Councillor Barnard to one of the vacant seats.

Council meeting schedule

- 5.5 The schedule of meetings for the 2023/2024 municipal year was agreed by Council on 30 November 2022. This included a council meeting on 21 February 2023, which is traditionally the meeting that receives and agrees the council budget and council tax for the following financial year. Recognising that we now have a multi-party council the budget setting process has been reviewed. It is proposed that the meeting on the 21 February becomes a Budget Meeting with a single item agenda which will allow for a full debate on the budget, with the meeting concluding at a reasonable time. A contingency date is proposed in case the budget meeting is adjourned, so that the budget can be set within the legal time limits. The ordinary business that would otherwise have been dealt with at the 21 February meeting will be considered at a meeting on 7 March. It is also proposed that the Part 4: Section 3 of the constitution is amended to reflect that the Budget Meeting will be a Special Meeting with a single item agenda to agree the budget.

6 Consultation and Other Considerations

Legal Advice

- 6.1 This report has been shared with the Borough Solicitor who has agreed the contents.

Financial Advice

- 6.2 There are no financial implications arising from this report.

Other Consultation Responses

- 6.3 The Leader of the Council and Opposition Group Leaders were consulted on the matters within this report.

Equalities Impact Assessment

- 6.4 Not relevant to this report.

Strategic Risk Management Issues

- 6.5 It is critical for robust arrangements to be on place for the Council o conduct its business without procedural challenge.

Climate Change Implications

- 6.6 The recommendations in Section 2 above are expected to have no impact on emissions of CO₂.

Health & Wellbeing Considerations

- 6.7 Not relevant to this report.

Background Papers

None

Contact for further information

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